

File Name: v. County of Los Angeles  
County File No.:  
TPA File No.:

Dear

This is to notify you that a meeting will be held on (date) at (time and location) pertaining to the subject above. A meeting is held for all litigated cases for the purposes of determining the facts and theories of liability surrounding the case and to determine appropriate corrective actions to prevent future occurrences. Prior to this meeting, you may contact xx, defense counsel in this matter to discuss the implications of this reporting policy for you and your role in the litigated case. Mr. /Ms. XX can be reached at xxx-xxx-xxxx. At the conclusion of the meeting, a decision may be made to either settle the case or proceed to trial.

You are being notified of this meeting because you have been identified as a potential reportable licensee related to this case. California's Business and Professions Code Sections 801.01 et seq. require settlement of over \$XXXX made on a licensee's behalf to be reported to the XX licensing board. If a decision is made to settle the case, the settlement amount exceeds the reporting threshold and you have been named or alleged by the plaintiff, you will be given an opportunity to respond. You may participate in the meeting. However, because you have been named or alleged as negligent in the lawsuit, County Counsel may limit your participation to only certain portions of the meeting.

If you plan to attend the meeting, please notify DMH Clinical Risk Management Office at 213637-4588 **3 days prior to the meeting**. We also recommend you call a day prior to the date scheduled to confirm the meeting is still set and confirm the time.

LACDMH Policy No. 303.07, Reporting Named or Alleged Licensees to Licensing Boards is enclosed to describe the reporting process. Should you have any questions, please contact the LACDMH Clinical Risk Management Office.

XX is the third party claims administrator for professional liability claims for the County of Los Angeles. XX has been directed to issue this report by the involved County department(s). In the event you have questions, please contact 213-637-4588.

Sincerely,

cc: , DMH Clinical Risk Manager, (with attachment)